



# City of Canyon Lake **ARPA GRANT GUIDELINES**

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law. The money available for residents and local initiatives is unlike any previous federal program. It gives the City a chance to improve lives, solve problems, and support efforts city government is making to address local challenges.

It is the City's goal to use the funds to enable the City and community to recover from the pandemic, address the needs of residents, families, and neighborhoods hardest hit by the pandemic, and put our City on a path to a strong recovery. As part of the City's efforts, the City conducted a survey of business owners here in the community on how COVID-19 has affected their businesses. After evaluating this feedback, the City's consultant, HdL, recommended that the City implement two grant programs for businesses. They are as follows:

## **SMALL BUSINESS EMERGENCY RELIEF GRANTS**

The Small Business Emergency Relief Grants are intended to assist businesses that have demonstrable outstanding expenses as a result of COVID-19-related economic losses. This grant award will be up to \$10,000 per business.

*The criteria to apply for this grant are the following:*

- The business must have been opened and continuously operated in Canyon Lake prior to March 1, 2019.
- The business must be in good standing with the City (No outstanding fees; no open code enforcement actions against the business).
- The business must be headquartered/located in Canyon Lake.
- The business must be able to provide bank statements & balance sheets from March 1st to May 30th of 2019 and 2020.
- The business must submit proof of outstanding expenses, with a coversheet summarizing the expenses.
- The business must submit proof of any previous COVID relief received.
- The business must list the amount of time the business was closed

## **SMALL BUSINESS ASSISTANCE GRANTS**

The Small Business Assistance Grants are intended to allow small businesses that can demonstrate economic hardship due to COVID-19 to receive grants up to \$10,000 that can be used for assistance in applying for other COVID-19 relief funds or business marketing assistance, with an emphasis on website upgrades.

*The criteria to apply for this grant are the following:*

- The business must have been opened and continuously operated in Canyon Lake prior to March 1, 2019.
- The business must be in good standing with the City (No outstanding fees; no open code enforcement actions against the business)
- The business must be headquartered/located in Canyon Lake.
- The business must be able to provide bank statements & balance sheets from March 1st to May 30th of 2019 and 2020.
- The business must submit a detailed plan on how it will spend awarded grant funds, including but not limited to the cost of hiring a grant writer, the cost of any marketing plan/materials, and the cost of hiring staff to provide these services.
- The business must submit proof of any previous COVID relief received.



# City of Canyon Lake **ARPA GRANT GUIDELINES**

## **HOW TO APPLY FOR THE GRANT**

The City is partnering with the Canyon Lake Chamber of Commerce for the administration and evaluation of this grant. The City and the Chamber intend to make the grant application process as simple as possible, and business owners are encouraged to contact the Chamber of Commerce with questions about the submittal process.

The grant application is available online on the City's website at [www.canyonlakeca.gov/ARPA](http://www.canyonlakeca.gov/ARPA). Business owners are encouraged to complete the application using the fillable PDF available on the website.

**Applications must be turned in via email to [canyonlakechamber@outlook.com](mailto:canyonlakechamber@outlook.com)**

***The Deadline to Apply is September 1st by 5PM***

## **SELECTION PROCESS**

The City of Canyon Lake has limited funds available for this program. The amount of each award to an applicant will be contingent on the funds available and the number of applicants. Depending on the total number of applicants, the City may opt to rank applicants in order of need of funds. This ranking would take the following criteria into account:

- Total assistance received by the business previously from other COVID Relief Funds
- Months partially closed
- Employee loss
- Loss of Revenue

If necessary, the City will award funds less than the requested amount, depending on the need of the business.

The Chamber of Commerce will receive all applications and review them for completeness. If the Chamber determines that the application is not complete, the Chamber will notify the applicant and give them an opportunity to resubmit. Each week, the chamber will deliver completed applications to City Hall where they will be reviewed and the city will determine the award amount given to each applicant. The City reserves the right to reject an application for incompleteness, open code enforcement action against the business, or other criteria.

## **CONTACT**

Canyon Lake Chamber of Commerce  
31534 Railroad Canyon Rd. Suite K  
[canyonlakechamber@outlook.com](mailto:canyonlakechamber@outlook.com)  
(951) 244-6124